

How-to Guide

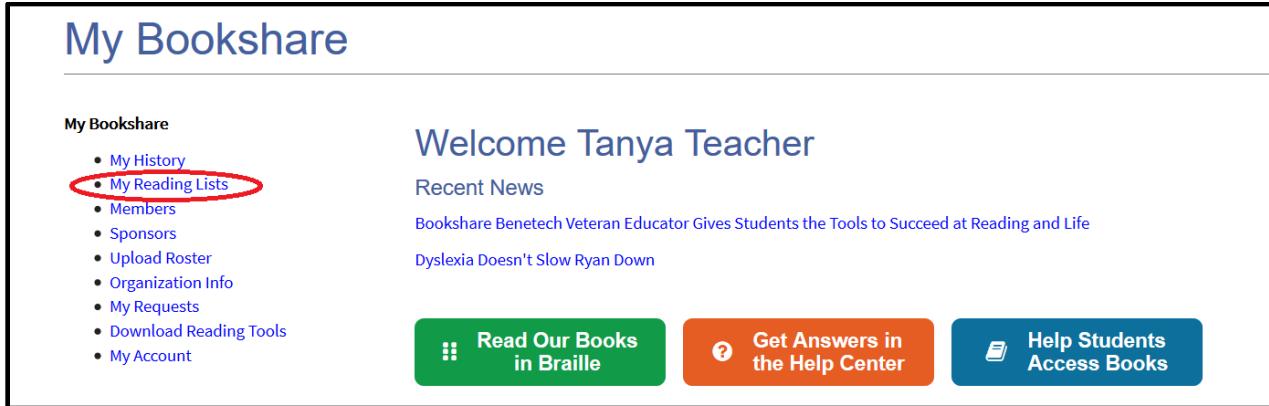
Assign Books to Students with Reading Lists



Reading Lists let you select and assign multiple books for students so they can read independently. Create lists by class, student, topic, or interest.

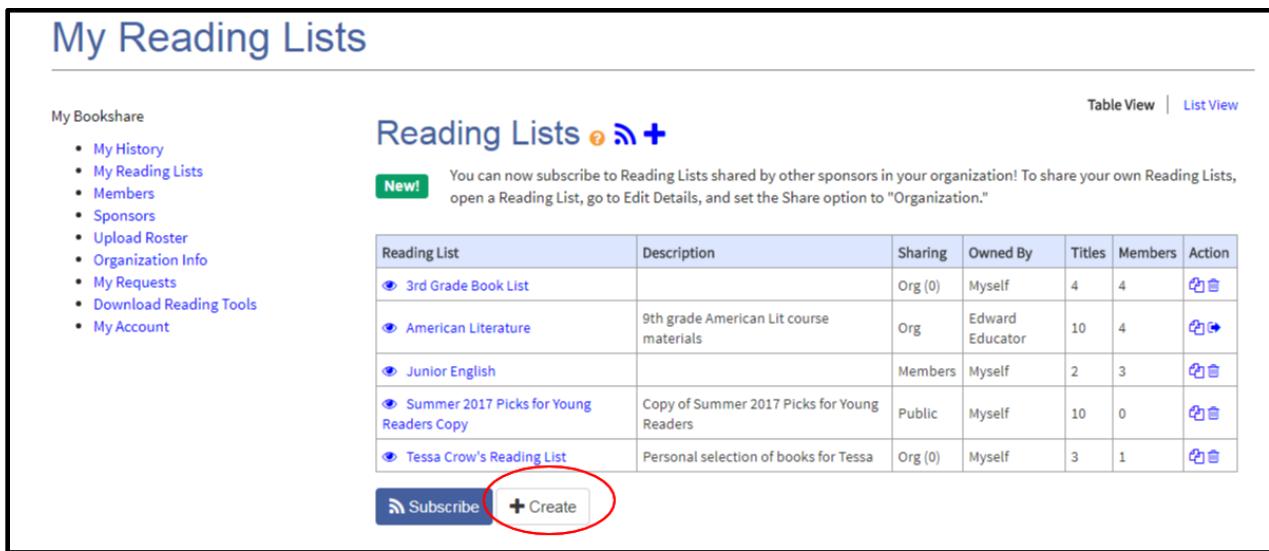
Create New Reading Lists

- 1) Select "My Reading Lists" on your "My Bookshare" page.



The screenshot shows the 'My Bookshare' homepage. On the left, a sidebar lists navigation options: 'My History', 'My Reading Lists' (which is circled in red), 'Members', 'Sponsors', 'Upload Roster', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area is titled 'Welcome Tanya Teacher' and includes 'Recent News' with links to 'Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life' and 'Dyslexia Doesn't Slow Ryan Down'. At the bottom are three buttons: 'Read Our Books in Braille' (green), 'Get Answers in the Help Center' (orange), and 'Help Students Access Books' (blue).

- 2) Select "Create."



The screenshot shows the 'My Reading Lists' page. On the left, the sidebar includes 'My History', 'My Reading Lists' (circled in red), 'Members', 'Sponsors', 'Upload Roster', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main area is titled 'Reading Lists' and shows a table of existing reading lists. A 'New!' badge is visible. A message states: 'You can now subscribe to Reading Lists shared by other sponsors in your organization! To share your own Reading Lists, open a Reading List, go to Edit Details, and set the Share option to "Organization."'. The table has columns for 'Reading List', 'Description', 'Sharing', 'Owned By', 'Titles', 'Members', and 'Action'. The 'Action' column contains icons for edit, delete, and share. At the bottom are two buttons: 'Subscribe' (blue) and '+ Create' (red, with a red circle around it).

3) Assign a name and description and choose a sharing option. Select "Member" to share the list between you and your student(s) assigned to this Reading List or "Org" to allow other Sponsors to view and add books. Then select "Save."

Create Reading List

List Name:	8th Grade Summer Reading
Description:	
Share with:	<input type="radio"/> Private (owner only) <input type="radio"/> Member (owner and assigned members only) <input checked="" type="radio"/> Org (owner, members, and sponsors in your organization)
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 5px; margin-right: 10px;" type="button" value="Save"/> <input type="button" value="Cancel"/>	

4) Select the "Assigned Members" link, then the "Add Members" button to bring up your list of members.

My Reading Lists

My Bookshare	8th Grade Summer Reading																						
<ul style="list-style-type: none"> • My History • My Reading Lists • Members • Sponsors • Upload Roster • Organization Info • My Requests • Download Reading Tools • My Account 	Status: Org List owned by Myself Titles (0) Assigned Members (0) Sponsors (0) Activity No members are assigned to this reading list. Assign members in your organization using the Add Members button. <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Username</th> <th>Format Preference</th> <th>Grade</th> <th>Quicklist</th> <th>Birth Date</th> <th>Membership</th> <th>Disability</th> <th>Plan</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="text-align: center;">Click the Add Members button to add members to this Reading List.</td> </tr> </tbody> </table>	First Name	Last Name	Username	Format Preference	Grade	Quicklist	Birth Date	Membership	Disability	Plan	Action	Click the Add Members button to add members to this Reading List.										
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Learn More	<ul style="list-style-type: none"> • Create a Reading List • Subscribe to/copy a Reading List 																						

5) Put a check mark next to the names of students you wish to add and select "Add Selected Members."

Add Members

List: All Members	Grade: All Grades	Filter	Search Members <input type="text"/>																																																			
<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>First Name</th> <th>Last Name</th> <th>Grade</th> <th>Birth Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>John</td> <td>Smith</td> <td>6</td> <td>05/02/10</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reid</td> <td>Daly</td> <td>4</td> <td>11/25/10</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Billy</td> <td>Student</td> <td>5</td> <td>02/03/99</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Susie</td> <td>Student</td> <td>5</td> <td>04/20/09</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Billy</td> <td>Student</td> <td>8</td> <td>06/23/03</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Susan</td> <td>Smith</td> <td>3</td> <td>04/10/98</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Sally</td> <td>Smith</td> <td>5</td> <td>05/10/10</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Bookshare</td> <td>Ben</td> <td>8</td> <td>05/15/08</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Sally</td> <td>Smith</td> <td>Adult Ed</td> <td>05/21/99</td> </tr> </tbody> </table>					<input type="checkbox"/>	First Name	Last Name	Grade	Birth Date	<input checked="" type="checkbox"/>	John	Smith	6	05/02/10	<input type="checkbox"/>	Reid	Daly	4	11/25/10	<input type="checkbox"/>	Billy	Student	5	02/03/99	<input type="checkbox"/>	Susie	Student	5	04/20/09	<input checked="" type="checkbox"/>	Billy	Student	8	06/23/03	<input type="checkbox"/>	Susan	Smith	3	04/10/98	<input type="checkbox"/>	Sally	Smith	5	05/10/10	<input type="checkbox"/>	Bookshare	Ben	8	05/15/08	<input type="checkbox"/>	Sally	Smith	Adult Ed	05/21/99
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6) Select the "Titles" link, then the "Add Books" button to add books to the Reading List.

My Reading Lists

My Bookshare

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8th Grade Summer Reading

Status: Org List owned by Myself

Titles (0) [Assigned Members \(2\)](#) [Sponsors \(0\)](#) [Activity](#)

This reading list has no titles yet. Use the "Add Books" button to add specific titles to this list. You can also add books while using the [Advanced Search](#) or [Browse](#) links. To see which assigned Members have accessed each title, select the "View Activity" link.

+ Add Books

7) Search for books by title, author, or ISBN. When you find a book you want to add, place a check mark next to the title and select "Save and Add More" if you wish to search for and add more titles or "Save and Close" if finished adding books.

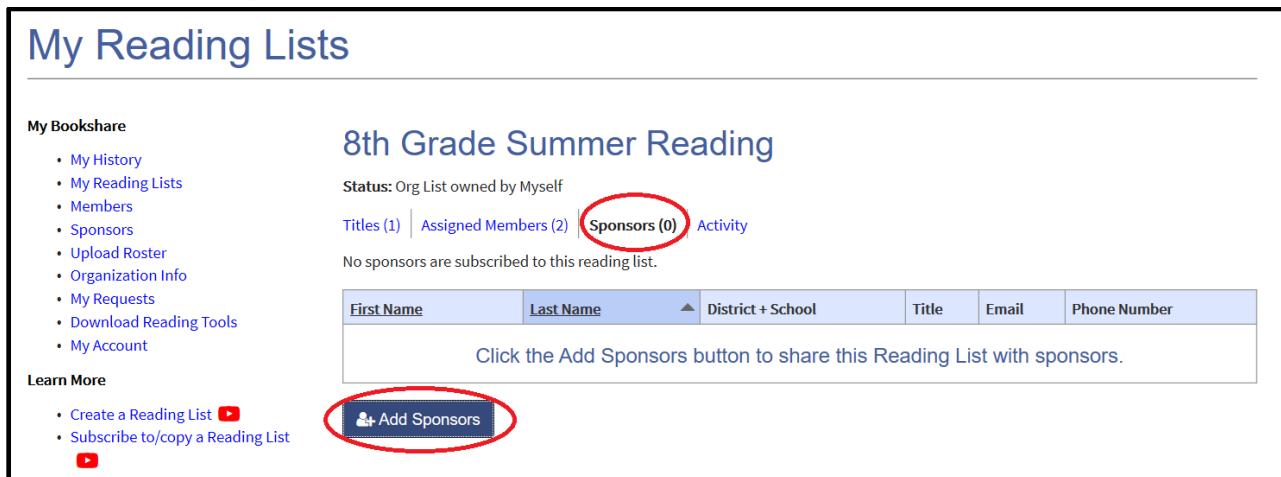
Book Search for Reading List

Search Books:
200 books (out of 285) returned for search of: **sherlock holmes**

Sort Order:	By Relevance	Authors:	Most Relevant Authors	Language:	Most Relevant Languages
<input checked="" type="checkbox"/>		Sherlock Holmes	Sir Arthur Conan Doyle	9781101907788	A collection of the stories in which Sir Arthur Conan Doyle created the most famous amateur More...
<input type="checkbox"/>		Sherlock Holmes	Jennifer Kasius	9780762453269	A pocket-size tome of the essential Sherlock Holmes mysteries, featuring synopses, character More...
<input checked="" type="checkbox"/>		The Return of Sherlock Holmes (Sherlock Holmes Ser. #6)	Otto Penzler • Arthur Conan Doyle	9781480489783	Thirteen tales of crime and intrigue, including the remarkable story of Sherlock Holmes's More...

2 books selected

8) You can also add other Sponsors to the Reading List so they can share it with the members they support by selecting the “Sponsors” link, then the “Add Sponsors” button.



My Reading Lists

8th Grade Summer Reading

Status: Org List owned by Myself

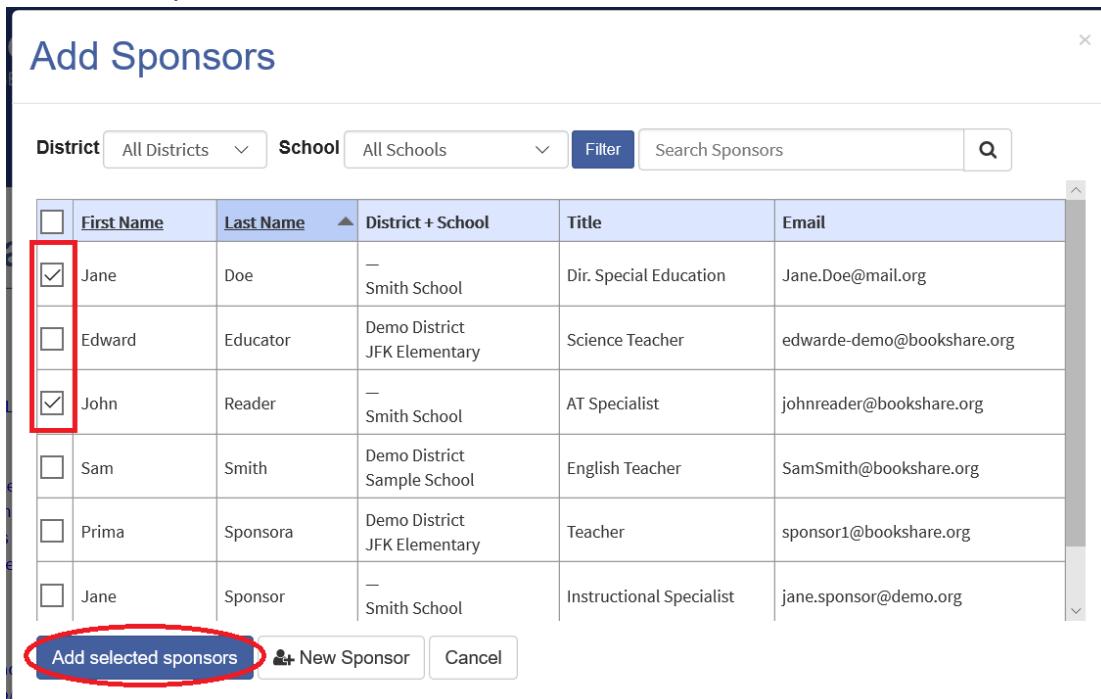
Titles (1) | Assigned Members (2) | **Sponsors (0)** | Activity

No sponsors are subscribed to this reading list.

First Name	Last Name	District + School	Title	Email	Phone Number
Click the Add Sponsors button to share this Reading List with sponsors.					

Add Sponsors

9) Put a check mark next to the name(s) of Sponsors you wish to add to the Reading List and select the “Add Selected Sponsors” button.



Add Sponsors

District: All Districts | School: All Schools | Filter | Search Sponsors

	First Name	Last Name	District + School	Title	Email
<input checked="" type="checkbox"/>	Jane	Doe	— Smith School	Dir. Special Education	Jane.Doe@mail.org
<input type="checkbox"/>	Edward	Educator	Demo District JFK Elementary	Science Teacher	edwarde-demo@bookshare.org
<input checked="" type="checkbox"/>	John	Reader	— Smith School	AT Specialist	johnreader@bookshare.org
<input type="checkbox"/>	Sam	Smith	Demo District Sample School	English Teacher	SamSmith@bookshare.org
<input type="checkbox"/>	Prima	Sponsora	Demo District JFK Elementary	Teacher	sponsor1@bookshare.org
<input type="checkbox"/>	Jane	Sponsor	— Smith School	Instructional Specialist	jane.sponsor@demo.org

Add selected sponsors | **New Sponsor** | **Cancel**

10) You can review Reading List activity by selecting the “Activity” link to see which members have accessed a book(s) from the list.

My Reading Lists

My Bookshare

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
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- [Subscribe to/copy a Reading List](#) 

8th Grade Summer Reading

Status: Org List owned by Myself

Titles (2) | Assigned Members (3) | Sponsors (2) | **Activity** 

The following activity has been tracked for books and members associated with this reading list. Filter to just a member or a title as needed.

Sort Order:

Recipient: Title:

Recipient	Title	Format	Date	Status
Bookshare Ben	Sherlock Holmes	Web Reader	11/10/2020 4:07 PM	<input type="button" value="Read Now"/>

You have now assigned books to your students by creating at least one Reading List and learned how to share Reading Lists with other Sponsors in your organization. Your students are ready to read! Remind your students to log in with their username and password to view their assigned Reading Lists.